INDIANA CORE 40

End-of-Course Assessments

To: School Test Coordinators

From: Michele Walker, Director of School Assessment

Date: November 29, 2006

Re: Test Scout Program – Administration 1 (A1), Winter 2007 and Administration 2 (A2), Winter 2007

To ensure that all student computers are compatible with the Core 40 End-of-Course Assessment site, it is important to run TEST SCOUT prior to the A1 and A2 Winter 2007 administrations.

TEST SCOUT is a troubleshooting program designed to assist schools in identifying and resolving technology-related problems prior to student testing. The TEST SCOUT program is available at this time; the instructions to run this program are outlined below.

If your school is participating in the A1 Winter 2007 Administration, the TEST SCOUT program must be completed on or before <u>Friday, December 8, 2006</u>.
For the A2 Winter 2007 Administration, the TEST SCOUT program must be completed on or before <u>Friday, February 2, 2007</u>.

Student Computer Requirements
Prior to running the program, make sure that **student computers** meet the following system requirements:

- Computers may be PC/Windows or Macintosh operating system.
- Browser must be Internet Explorer 6.0 or higher, Netscape 6.0 or higher, Mozilla or Firefox 1.0 or Safari 1.2 or higher.
- Session Cookies must be enabled to access the student testing site.
- Internet connection must be 128Kb or greater.

Because TEST SCOUT automatically extracts information from student workstations and provides a report regarding testing readiness, the program should be run <u>on the workstations that students will use on testing day</u>.

- If workstations in testing areas all have the **same configuration**, you will only need to run the program <u>on one workstation</u>. However, to be certain that all workstations are correctly set up, we recommend that you run Test Scout on all student workstations.

- If workstations in testing areas have **different configurations** (Windows or Macintosh, different operating systems, different browsers or browser versions, different Internet connection speeds, etc.), you will need to run the program on each type of workstation.
- If workstations in testing areas are running **Windows XP with Service Pack 2**, the Core 40 End-of-Course testing site will no longer display in full-screen mode (the menu bar is displayed at the top and the task bar at the bottom). To provide the security of full-screen mode for Windows XP Service Pack 2 users, create a link to the Core 40 End-of-Course testing site to display the site in full-screen mode. This link can be downloaded from the Test Scout program.

Accessing TEST SCOUT

You will need the following Web address and login information to access the TEST SCOUT program:

- Web address: http://INCore40eca.achievementdata.com/testscout
- School Number: <enter your 4-digit school number here>

Completing TEST SCOUT

To run the TEST SCOUT program, follow these directions:

1. Open the Internet browser you will be using during testing.
2. Click once in the **Address** field of the browser window.
3. Type the Web address: http://INCore40eca.achievementdata.com/testscout.
4. Press **Enter** on the keyboard to advance to the login page for the TEST SCOUT program.
5. Type your School Number (your 4-digit school number) in the field provided.
6. Click once on **Login**.
7. The TEST SCOUT program will automatically run.
8. When finished, a report will appear on your screen.

The report will summarize the workstation's testing readiness. If any "risks" are identified, the report will inform you of how to minimize the risk(s). <u>For best testing results, it is important that you follow-up on recommendations made in this report</u>.

To determine if you are running Windows XP with Service Pack 2 and need to download the link:

1. Run the Test Scout program on the workstation(s) that will be used for Core 40 End-of-Course Assessment online testing program. If the workstation has Service Pack 2 installed, the Test Scout Results report page will have a Platform section with a message. A sample report is provided below:

<table>
<tr><td colspan="2" align="center">**Please advance to the Test Center
and take the short practice test.**
Report any technical difficulties to Achievement Data.</td></tr>
<tr><td>**Browser**</td><td>**IE 6.0 This browser will support testing.**</td></tr>
</table>

Cookies	**YES.** This computer's cookies are enabled.
Connection Speed	13621867 bits/sec (1,702.73 KBytes/sec) **Important:** It appears that the speed of your Internet connection may not support a large number of learners trying to take a test simultaneously. It may be that testing proceeds at a slow but tolerable pace, however more than 680 simultaneous testers may cause unacceptable response times. Be sure to review closely the **General Test Administration Tips** below. Bear in mind that any other simultaneous traffic on the same Internet connection (or 'pipe') you're using now can (and probably will) adversely affect performance during testing.
Platform	**Important:** It appears that Service Pack 2 has been installed on your PC for **Windows XP**. For **test taking** it is **recommended** that you **CLICK HERE** to create a shortcut on your desktop or proxy server, and be sure to save the shortcut. This shortcut will run an executable script which will open Core 40 in full screen mode. **Students** should use the **desktop shortcut** to access the Core 40 test administrations in full screen mode.

2. Click once on **Click Here** in the platform message. You will be prompted, "Do you want to open or save this file?" Click once on **Save**.
3. A Save As window will display. Locate the Desktop location to save to, click once on **Save**.
4. A Download Complete window will be displayed. Click **Close**. You will be returned to the Test Scout Results report.
5. **Log off** the Test Scout program.
6. An Internet Explorer icon named "Core 40" will be located on the desktop of the workstation.
7. **Double click on the Core 40 icon** and the Core 40 End-of-Course testing site will open in full-screen mode.

This process is to be performed and saved on each computer running Windows XP with Service Pack 2. The process needs to be performed only once if done in a computer lab with a Proxy Server running Windows XP with Service Pack 2.

Test Scout Sample Test
Once you have completed the TEST SCOUT program, it is recommended that you take the brief sample test to verify the workstation is ready for test administration. Click once on the **Test Center** link at either the top or the bottom of the Test Scout Results Report page to access the sample test.

As you take the sample test, confirm that

- the transition time between items is acceptable;

- the graphics are clear; and
- the items are readable.

If you experience any difficulties with TEST SCOUT, please contact the Online Testing Technology Support via e-mail at Core40Support@achievementdata.com or by phone at 1-877-IC40-ECA (1-877-424-0322).

Anytime you are in need of assistance during the online Core 40 End-of-Course Assessment administration please contact:

Additional Information

Core 40 End-of-Course Assessment Related Questions and General Information:
IDOE's ECA Help Desk
Phone: (317) 232-9050
Email: eca@doe.state.in.us

ECA Online Technology or Paper/Pencil Testing Related Questions:
Phone: 1-877-IC40-ECA (1-877-424-0322)
Email: Core40Support@achievementdata.com

Indiana Core 40 End-of-Course Assessment Web site:
www.doe.state.in.us/core40eca